

VISIT RELATIVES / FRIENDS

INVITED BY US MILITARY PERSONNEL (SOFA STATUS)

REQUIREMENTS

All documents must be original unless otherwise stated.

1. Philippine Passport
(Broken lamination of the photo part is not accepted. Must have signature and at least two (2) blank pages.)
2. Visa Application Form
(Available at the Embassy Website or at the entrance of Embassy.)
3. Photo (4.5cm x 4.5cm, white background)
(must be pasted on the application form.)
4. Birth Certificates to prove relationship if relatives (* see below)

EXEMPTION OF BIRTH CERTIFICATES

- If the applicant is visiting friend/distant relative and has his/her passport (old or valid) with a used Japanese Visa

5. Marriage Contract (if the applicant is married)
(4. and 5. must be from NSO Main Office / Serbilis Outlet Center (Nationwide) issued within one (1) year. In case of non-record, you must submit certificate of non-record together with the one from Local Civil Registrar.)
6. Daily Schedule in Japan
7. (if visiting friend) Documents or photos etc. to prove relationship
8. Invitation Letter from Guarantor in Japan (Must have handwritten signature)

[If Applicant Shoulder All the Expenses]

- 1-A. Bank Certificate or Bank Book Copy
- 1-B. Income Tax Return (Form 2316) original and photocopy

EXEMPTION OF [1-A., 1-B.]

- If the applicant is eligible for Multiple Entry.

[If Guarantor in Japan Shoulder Any Part of Travel / Living Expenses]

- 2-A. Guarantee Letter and Invitation Letter (Must have handwritten signature)
(Format available at the Embassy Website or at the entrance of Embassy.)
- 2-B. Most Recent Income Tax Return Copy (Form 1040 and Form W-2)

EXEMPTION OF [2-B]

- If the applicant is a parent of Guarantor in Japan
- If the applicant is a child (must be 19 years old and below) of Guarantor in Japan

- 2-C. Military ID Card Copy and Passport Copy (all pages)
(Must be a clear copy. Color Copy is preferable.)
- 2-D. Statement Of Service

Please note: It is applicant's responsibility to ensure that he/she meet the requirements for the grant of a visa.
Submission of any supporting documents not listed above is encouraged. (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation)

Submission of requirements does not guarantee issuance of visa.

Validity of Documents is three (3) month from the date of issue (unless otherwise stated).

ADDITIONAL DOCUMENTS

If Birth Certificate from NSO is unreadable, or
If there is no record in NSO, (in addition to "Certificate of Non-Record" from NSO Headquarter)

- BIRTH CERTIFICATE FROM LOCAL CIVIL REGISTRAR

If Birth Certificate (NSO) is "Late Registration"

- BAPTISMAL CERTIFICATE

- SCHOOL RECORD (Form 137)

- SCHOOL YEAR BOOK (If applicable)

Please indicate complete address and land line (telephone, if applicable) of the church in the baptismal certificate, and of the school in school record.

How To "Prove Relationship"

(SOFA)

(4. Birth Certificate)

Relationship (Applicant – Pinoy in Japan)	Birth Certificates to be submitted
Parent / Child	Applicant + Filipino in Japan
Brother / Sister	Applicant + Filipino in Japan
Aunt, Uncle – Niece, Nephew	Applicant + Parent of Filipino in Japan + Filipino in Japan
Niece, Nephew – Aunt, Uncle	Applicant + Parent of Applicant + Filipino in Japan

"Relatives" here means only up to Aunt/Uncle – Niece/Nephew relationship. Cousins and further relatives are not applicable as "relatives" in this requirement.

FILING APPLICATION

It is advisable to lodge application well ahead of desired date of departure, **through accredited agencies**. (Please see our website for the list of Agents, or get one from visa gate of the Embassy.) If applicants wish to file application directly to the Embassy, application is accepted according to the Ticket Number, which is issued at the Entrance of Embassy 8:40a.m. to 9:40a.m. on Weekdays Except for Wednesdays.

Personal representative

Those who are 60 years old and above, 15 years old and below, can be represented by relatives. (Must have documents to prove the relationship.)

Those who are 60 years or above, and belong to an organization, can be represented by a staff from the organization with authorization letter and company/organization ID of the representative. If applying by group, one applicant can be a representative to appear on behalf of others.

VERIFICATION

If application was filed through accredited agent, applicants need not to come to the Embassy unless so instructed. If it was filed directly to the Embassy, applicant (or one of the applicants of a group) is requested to come back to Embassy to verify the application on the "verification" day (indicated on the receipt) or later between 10:00a.m. to 11:00a.m. on any working day.

Additional documents may be requested where necessary. Applicants are given three (3) months to submit additional requirements. Otherwise application will be terminated.

PASSPORT RELEASE (Documents submitted for application will not be returned.)

WHEN VISA IS GRANTED:

VISA FEE IS GRATIS for this category. (Philippine passport holder)

WHEN VISA IS NOT GRANTED:

The reasons of denial will not be disclosed.

Applicants may apply again after six (6) month with the same purpose, unless there are emergency / humanitarian reasons, or application for different purpose.

FOR INQUIRIES

MANILA

ENGLISH/ TAGALOG (02) 834-7514

3:00p.m. ~ 4:00p.m.

JAPANESE (+63-2) 834-7508

11:30a.m~12:30p.m., 4:30p.m.~ 5:30p.m.

CEBU: (+63-32) 225-0287 / 0289

DAVAO: (+63-82) 221-3100 / 3200

Website

<http://www.ph.emb-japan.go.jp>